



**WESTERN COVENTRY FIRE DISTRICT**  
**1110 Victory Highway**  
**Greene, Rhode Island 02827**  
**Phone (401) 397-7520, Fax (401) 397-1084, [www.wcfd.net](http://www.wcfd.net)**  
**Board of Directors Meeting**  
**Thursday, 18 December, 2014, 7:00 P.M.**  
**Meeting took place at the above address**  
**MINUTES**  
*(Posted 14 December, 2014)*

1. ***Call to Order and Attendance*** – the meeting was called to order by the Chairman at 7:02 p.m.

**Members Present:**

*John Humble*

*Robert Hevey*

*Jonathan Farnum*

*Richard Holt*

*Excused: Steve Bousquet*

*WCS Mays III*

*Glen Underwood*

*Joan Smith*

*Chief Quattrini*

*Karen Carlson*

*Paul Buddock*

*Paul Rollins, Rhody Rovers*

*Sean Doyle, Carr's Trail*

*Paul Rollins, Carr's Trail*

*John Shields, Carr's Trail*

*Malory Shields, Carr's Trail*

2. ***Emergency evacuation procedure announcement*** – the Chief reviewed the Emergency Evacuation Procedure.
3. ***Confirmation of required meeting posting and quorum*** – the Chairman confirmed that there is a quorum present and the meeting has been posted in all required locations.
4. ***Acceptance of meeting minutes of 20 November, 2014 BOD meeting*** – a motion is made by Mr. Farnum and seconded by Mr. Holt to accept the minutes as amended of November 20, 2014 as written. P3 10 1211.23.1 third line. By recommendation from the auditor scratched. Mr. Humble, Mr. Farnum, and Mr. Holt voted aye, Mr. Hevey Abstains. Motion carried.

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*John Humble – Chairperson, Robert Hevey, Richard Holt, Stephen Bousquet, Jonathan Farnum*

*District Officers*

*WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk*

*Chief Steven Quattrini*

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Agenda was corrected to the month of October in the Chief, Tax Collector, and Treasurers Reports.

**5. Chief's Report to include:**

- a. Department's operational activity and management for the months of October and November, 2014** – there were 4 trainings in November, 37 rescue calls, 6 mutual aid calls to CCFD, 10 mutual aid in, and 9 fires in November.
- b. Apparatus usage report -**
- c. Facility energy use and control -**
- d. Station One shed removal clean up** – waiting for assistance of the Town.
- e. Station One lighting upgrades** – outside lighting is done.
- f. Dry hydrant installation status** - Installed on Thursday, December 4<sup>th</sup>. Full test was done on 12/8 with 1,400 gallons.

The electric bill is down in Station 1. Fire public education has started at Western Coventry School.

A motion is made by Mr. Holt and seconded by Mr. Farnum to approve the October Report. All voted aye. Motion carried.

A motion is made by Mr. Hevey and seconded by Mr. Farnum to approve the November Chiefs Report. All voted aye. Motion carried.

Mr. Hevey would like the Chief to report if there are disciplinary complaints that he can report on. The Chief says the latest report has been handled. Mr. Hevey would like reports of numbers of disciplines occurred during the month.

- 6. Treasurer's Report to include the District's financial accounting activity for the month of November, 2014** – electricity is over, boiler repair brought up building maintenance cost. A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Treasurers report. All voted aye. Motion carried.

- 7. Auditor selection process** – 1<sup>st</sup> step bid must be approved by the Auditor General, and then a decision must be made on the location of advertisement. There is a point system in evaluating bids. Mr. Holt and Mr. Underwood will review the template. Mr. Holt suggests the BOD authorize Glen and himself to fill out the application. Sap 4205 allows us to advertise in local paper of our choice. A motion is made by Mr. Farnum and seconded by Mr. Holt to advertise for auditor in the Kent County Times. All voted aye. Motion carried.

A motion is made by Mr. Farnum and seconded by Mr. Hevey to allow Mr. Holt and Mr. Underwood to complete the application for bids. All voted aye. Motion carried.

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8. ***Tax Collector's Report to include tax collection activity for the months of October and November, 2014*** – a motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Tax Collectors October report. Mr. Humble, Mr. Farnum, and Mr. Holt voted aye, Mr. Hevey abstained. Motion carried.
9. ***Clerk's Report to include the District Clerk's activity for the months of October and November, 2014 and call for candidates notice status*** – a motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the October and November Clerks report. All voted aye. Motion carried.

#### ***10. SAP Committee Report***

- a. ***SAP 4641.1 Command Vehicle Use Policy for BOD approval (new)*** – a motion is made by Mr. Holt and seconded by Mr. Hevey to accept the SAP 4641.1 as amended. Mr. Hevey questioned the people who may use the vehicle. Change from company officers or ...to and other district personnel, in the first paragraph. Mr. Hevey suggests usage logs. Mr. Holt says it was discussed about the distance the vehicle can be from the station. Mr. Holt says that a log book is needed for all equipment. Mr. Hevey questions what a reasonable response distance is. Mr. Holt says leaving it flexible is the right answer. All voted aye. Motion carried.
- b. ***SAP 5354.05 General Conduct Policy for BOD approval (new)*** – a motion is made by Mr. Farnum and seconded by Mr. Holt to approve SAP 5354.05 as amended. Mr. Hevey says driving personal vehicle complaints is not specified within the SAP. He thinks it can be defined in 4.2. add 4.29, gross disregard of state and local laws and regulations. All voted aye. Motion carried.
- c. ***Note any recommendations made at this meeting for SAP revisions or additions.***

#### ***11. Charter/By-Laws Committee Report – n/a***

12. ***WCFFD's Sept. invoice to Rhody Riders*** – Rhody Rovers - \$2,312 for manning the September event. It was discussed at the last meeting to lower the invoice. Mr. Humble suggests we take \$1,000 off of that number because proper documentation was not in place to show everyone agreed on the price. The Rhody Rovers gives a scholarship to the high school with proceeds. The criteria for the scholarship is done by lottery. Financial need is not a criteria. Mr. Farnum thinks the compromise is acceptable. Mr. Hevey says that our people have been paid and the \$1,000 will be a hit on the budget. Mr. Humble would like the Town to consult the Fire Districts when permits such as this get issued. A motion is made by Mr. Farnum and seconded by Mr. Holt to re-issue an invoice for \$1,312 to the Rhody Rovers. All voted aye. Motion carried. Mr. Mays suggests a pen and ink invoice tonight. Mr. Seymour agrees.

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13. ***WCFD's June invoice to Wind Energy Development*** – the Deputy has made multiple efforts to get this bill paid. It is suggested that a letter from Attorney Harsch is in order. Mr. Hevey suggests an interest charge or late fee. Mr. Humble suggests adding to the SAP.
14. ***Laid Back Forest activity on Carr's Trail*** – as far as Zoning is concern there has been no effort for a Special Use Permit. Mr. Humble reads email between Mr. Hoover and Mr. Chippendale. Mr. Sean Doyle says many of the neighbors are upset about what has been going on at Laidback Forest who is associated with Laidback Fitness in Warwick and is advertising for birthday parties, weddings, and bachelor parties. The owner plans on having weekly events. Mr. Doyle would like to see emergency personnel on site if the Zoning Board approves a Special Use Permit. He would like the owner notified that burning requires a permit. Mr. Rollins says the ingress is difficult for rescue vehicles. The Chief says that tents should be inspected by the fire department. He suggests the neighbors make a complaint to the Zoning department or Town Council. Mr. Mays says the Town has to take action. The Chief says the neighbors have to notify fire alarm if there is open burning and DEM if they believe it is construction material being burned.
15. ***Dayroom furniture condition/replacement*** – two recliners are in bad shape. The Chief says they are going to have a spaghetti dinner in February to replace the chairs.
16. ***2015-2016 budget preparation timing awareness*** – will be starting the first meeting in January. Cost of living increase is 1.7%.
17. ***Review and possible BOD action regarding RI General Laws that may be adversely impacting small organizations such as WCFD*** – legislators seemed that they would endorse Mr. Mays' recommendations in form of a resolution. Attorney Harsch should review the resolution. Mr. Holt says that the audit requirements should be included in the resolution. Mr. Mays suggests Mr. Underwood should approach the Auditor General with the complaint of the audit requirements. Mr. Mays will include the audit language to forward to Attorney Harsch. Mr. Underwood wants us to be included in tier 2. Mr. Hevey makes a motion to accept the resolution as amended. Motion seconded by Mr. Holt. All voted aye. Motion carried.
18. ***New Business*** – n/a
19. ***Open Forum*** – n/a
20. ***Schedule next BOD meeting*** – the next BOD meeting will be held on 1/15/2015.
21. ***Adjournment*** – a motion was made by Mr. Farnum and seconded by Mr. Hevey to adjourn the meeting at 9:50 p.m. All voted aye. Motion carried.

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